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**INFORMATION REPORT**

50X1-HUM

COUNTRY Albania

SUBJECT Procedure for Obtaining Employment / Necessary  
Checks and Documents

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THIS IS UNEVALUATED INFORMATION

1.

Labor Registration

2. "In Albania there exist no private employment agencies. No one may advertise for a job or for an employee in a local paper. All employment activity must proceed under government regulations.

3. "Registration of all citizens, male and female, at the Punes (Labor) Office is compulsory at the age of 18.

(a) In Tirana the Labor Office is located at the headquarters of the Komitet Ekzekutiv Kshillit Popullor Qytetit-Tirane (Komitet Ekz. K.P. Qytetit-Tirane -- Executive Committee of the People's Board for the City of Tirana) in the former Prefecture building on the Blv. Shehi Skanderberg.

(b) Similar Labor Offices (Seksioni Punes) exist in all the regional capitals of Albania, e g Kukes, at the headquarters of the regional Komitet Ekz. K.P. - Rrhetit

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7. The following day the applicant returns to the Information Section of his Komiteti Ekz. K.T. and gets back his Vertetim in a sealed envelop, which bears the address of the Seksionit Punes (Labor Office), located in Tirana in the headquarters of the Executive Committee of the People's Board for the City. The envelop contains the original Vertetim plus an additional Vertetim. This second document contains comments on the political reputation and reliability of the applicant. This second Vertetim is signed by the Kryetar and the Sekretar of the Komiteti Ekz. K.T. of the raione in which the applicant resides. No fee is necessary.

8. At the Labor Office the applicant hands the envelop to either the Chief of the Labor Office, who is also the Pergjegjesi in charge of labor on the Executive Committee of the People's Board for the city, or to the Referenti Personelit (Labor Advisor) of the office. The envelop is opened, and one of the two officials registers it in the registry for incoming mail. Then the official takes down all possible data which the applicant can supply. A school diploma is necessary to demonstrate degree of education -- it is shown, but not surrendered, to the official, who copies down date of issue, place, time, school etc. The applicant is also asked to produce his Identification Card as a member of the Frontit-Demokratik i Republikes Popullore te Shqipris (Democratic Front of the Albanian People's Republic). If the applicant has this Triska I Frontit-Demokratik, he is not questioned. If he has not, he is asked to explain why he is not a member. (Possession of the Triska I Frontit-Demokratik proves that an Albanian citizen is a true member of his country). The applicant must reply that he was not issued a card or that he was evicted for a logical reason. Work is seldom given to persons who are not members of the Frontit-Demokratik -- only temporarily when manpower is needed for heavy labor, as a hamal (handyman) or mecagure (stone-breaker). This policy of assigning jobs of heavy labor to persons of 'unsound social origin' is one of the weapons of the regime. This ends the documentation at the Labor Office. The applicant is told to report back there at the end of a week.

#### Party Authority

9. Meanwhile the Seksionit Punes (Labor Office) takes the two Vertetim of the applicant, adding its own comments and recommendations, and forwards, with a cover letter, the entire file on the applicant to the Komiteti Partise Qytetit-Tirane (The Party Committee of the City of Tirana), situated on Rr. Durrësit.

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[ This routing for Tirana ] The letter is transmitted to the Seksionit Kuadrit (Personnel Office) of the Party. The documents are carefully studied there, investigated and re-checked. The applicant's curriculum vitae is checked and his past and present activities. It is the Seksionit Kuadrit which decides whether a person is eligible for a job and in what capacity and place. The Seksionit Punes acts merely as an administrative body for the policy determined by the Seksionit Kuadrit. In fact, all State enterprises, institutions, factories etc. file their requests for employees, not with the Labor Office, but with the Personnel Office of the Party. The Party determines whether a person may work. There is no way of avoiding this situation.

10. Pull can be used, within the framework of Party approval. If the applicant has some contact with the Referenti Personelit of some State enterprise and if a vacancy exists in that enterprise and the Referenti Personelit wants to hire the applicant, he can act as the man's personal guarantor and either phone the Seksionit Kuadrit or sent the man with a letter to that office. The Referenti Personelit of any State enterprise are among the most trustworthy members of the Party. With the guarantee of a Referenti Personelit the applicant will be hired without further documentation. His documents and personal file will be sent directly, through official channels, to the State enterprise which has hired him. In a case of this sort the Seksionit Kuadrit notifies the Labor Office that the applicant has found employment. That is a pure formality.

#### Job Assignment

11. When an applicant who is applying for the first time for a job and has completed the preliminary procedures returns to the Labor Office after a week, he lines up and gets to speak to either the Referenti Personelit or the Kryetar. Usually the reply is, 'So far no work has been assigned you'. The applicant should really call again every day. If a job is assigned to a man and he is not there when called, that job will be assigned to someone else, naturally with the approval of the Party Personnel Office. The Labor Office keeps a registry, and date of application is considered.

12. If the applicant is informed by the Kryetar or Referenti Personelit that he has a job, he is handed a sealed envelop. This envelop must be delivered to the Referenti Personelit of the State enterprise, factory, institution etc. to which he has been assigned.

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Motivacion Pune

13. When a person is dismissed from a State enterprise he receives upon dismissal a document called a Motivacion Pune (Reason for Dismissal). This document states the real reason for the person's dismissal: reduction of personnel, political unreliability etc. A job applicant who possesses a Motivacion Pune must hand it to the Referenti Personelit of the Labor Office, where it is attached after registration to the file of the person concerned -- the file that is forwarded to the Seksionit Kuadrit of the Party. There, the reason for dismissal is checked with the Referenti Personelit of the enterprise from which the person was dismissed. Actually, the Referenti Personelit sends a report to the Seksionit Kuadrit of the Party, especially if the person was dismissed for political reasons. The person must wait until the Party assigns him another job. If the dismissal was due to reduction in personnel, he can hope for another job. If the dismissal was for political reasons, he is out of luck. No more work. He is out of the Government's 'field of labor'. Political reasons include lack of 'reliability', absense from political meetings etc.

14. "The Motivacion Pune is typewritten on white paper, about 5" x 8", which bears a printed heading. Typical Motivacioni Punes might appear as follows:

(a)

VF  
Republika Popullore e Shqiprise  
Kombinati Tekstilit Stalin  
(Seksioni Kuadrit)  
Nr.....Prot.

LP  
Tirane..195..

## MOTIVACION-PUNE

Nepunsi X.....nga data e socme  
pushohet nga puna per shkurtim kuadri, me te drejte pagese  
15 dite perpara.

Shefi Seksionit Kuadrit K. Stalin  
( )

VULA

/translation/

VF(Death to Fascism)  
Albanian People's Republic  
Stalin Textile Combine  
(Personnel Section)  
Nr.....Prot..

LP(Freedom to Peoples)  
Tirana, 19-

## REASON FOR DISMISSAL

Employee X....effective this date is no  
longer working in our institution because no vacancies  
are available; he received 15 days' pay at the termination  
of his employment.

Chief of the Personnel Section, K. Stalin  
(signature)  
Stamp

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(b)

VF  
Republika Popullore e Shqiprise  
Kombinatit Tekstilit Stalin  
(Seksioni Kuadrit)  
Nr.....Prot.

LP

Tirane...19..

## MOTIVACION-PUNE

Puntori X.....I dt. lindjes.....puntor  
i ketij Kombinati prej dt.....deri ne dt....per arsye  
Politike pushohet nga puna prej te gjithe entevet shtenore.

Shefi Seksionit Kuadrit K. Stalin  
( )

VULA

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[translation]

VF(Death to Fascism)  
Albanian People's Republic  
Stalin Textile Combine  
(Personnel Section)  
Nr....Prot.

LP(Freedom to Peoples)

Tirana,.19-

## REASON FOR DISMISSAL

Employee X.....born.... a worker in this  
institution, who worked from.....to....has been fired  
for political reasons from this institution and from all  
other State enterprises.

Chief of the Personnel Section, K. Stalin  
(signature)  
Stamp

15. "It must be emphasized that a person's job depends entirely on the members of the Party who run the Seksionit Kuadrit of the Party, not on the members of the Seksionit Punes. It is the Party which determines the capacity in which a person shall work and the place where he shall work. This statement does not hold true for Party members and Stakhanovites (who are naturally Party members). [This distinction not explained.]

Position of Skilled Workers

16. "If a skilled worker has been dismissed from his job in a State enterprise for a reason that has nothing to do with politics or conduct, and if he has had a 'clear' past, he possesses a normal Motivacion Pune. He goes through the specialized procedure described above [paragraphs 5-8], handing in his Motivacion Pune at the Labor Office. Then he waits. If the Seksionit Kuadrit of the Party, through its spokesman, the Labor Office, determines that this skilled worker must go unload sacks -- or any other heavy unskilled job -- the man must obey, if he wants to continue working. A man can refuse a job at the Labor Office, but that leads automatically to no more work in the future. There have even been cases of doctors -- even young ones with clear social origin and past record -- who have been dismissed from the State enterprise to which they have been attached and who have been assigned to work as laborers. The doctors have to accept these unskilled jobs if they are to hope for any other employment in the future.

Procedure at New Place of Employment

17. "Supposing a person has been hired through normal Labor Office channels and not through pull. That person has received a sealed envelop addressed to the Seksionit Kuadrit of the State enterprise to which he has been assigned. He must hand this envelop to either the Shef Personelit (Chief of the Personnel Section) or the Referenti Personelit of the enterprise. He is assigned the job specified in the letter from the Labor Office. He begins work. Two or three days later he is called to report to the

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Seksionit Kuadrit of the enterprise and told to write down his curriculum vitae (the so-called Biografia). He must cover the time from the day he was born to the day he entered his present job. He must list all places of residence and all previous jobs. He prepares this Biografia in handwriting and may prepare it at home. When he submits the Biografia to the Seksionit Kuadrit, the worker receives a Triska (Ration Card), the proper Triska for the type and category of work to which he has been assigned. I believe that the Seksionit Kuadrit checks the Biografia against its file on the worker.

18. "Party members follow a different procedure when they report to their new place of employment.. They report, not to the Shef Personelit, but to the Sekretari Org. Baze Partis (Secretary of the basic organization of the Labor Party in the enterprise). Since members of the Party are authorized to show their Party Membership Card only to a Party member -- not even, necessarily, to the Sigurimi Shtetit (Security Police) -- they do the envelop-Biografia-Triska procedure through the Party office. (Members of the Party have a special pocket for safeguarding their Party Membership Card. This pocket is sewn in the rear right-hand side of their drawers. At Tirana there are on sale special pockets for Party Membership Cards. These pockets are made either of leather or of nylon and cost 100 lek /1952 / each. Note: not even an S.SH. officer is entitled to demand identification of a Party member by his Party Membership Identification Card. The member identifies himself to the S.SH. in the same way as any other citizen, with his Leter-Njoftimit (Citizen's Identification Card).

19. "After completion of the Biografia and Triska documentation, the employee must join the syndicate to which the enterprise belongs. Thus, a schoolteacher, who is in the employ of the Ministry of Education, is a member of the Sindikata Arsime-Culture (Syndicate of Education and Culture).

#### Employment Identification Documents

20. "No special identification cards are necessary for the employees of a small plant, since the porter at the gate can recognize all by sight.

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